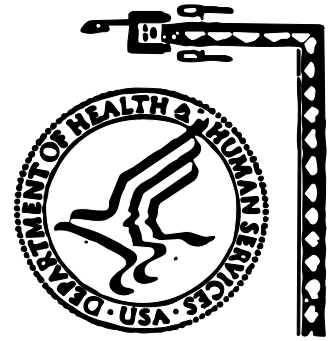




DEPARTMENT OF HEALTH AND HUMAN SERVICES

INDIAN HEALTH SERVICE  
NAVAJO REGION

THIS POSITION IS LOCATED IN A SMOKE FREE  
ENVIRONMENT.



READVERTISED TO SOLICIT ADDITIONAL CANDIDATES.  
APPLICANTS WHO PREVIOUSLY APPLIED NEED NOT REAPPLY.  
CHANGES TO APPLICATIONS MAY BE MADE BY THE CLOSING DATE.

VACANCY ANNOUNCEMENT  
FD-06-115-A

OPENING DATE  
09-28-06

CLOSING DATE  
10-27-06

POSITION/TITLE  
Community Health Nurse (Immunization)

LOCATION AND DUTY STATION  
Division of Community Health, Public Health Nursing Services Branch  
PHS Indian Hospital, Ft. Defiance, AZ

GRADE/SALARY  
GS-0610-9, \$50,095 - \$62,362\* Per Annum  
GS-0610-11, \$61,589 - \$75,449\* Per Annum  
\*Special Rates Authorized under 5 USC 5305.

NUMBER OF VACANCIES  
One Vacancy (PCN: 156416)

APPOINTMENT  
☒ Permanent  
☐ Temporary  
NTE: \_\_\_\_\_

WORK SCHEDULE  
☒ Full Time  
☐ Part Time  
☐ Intermittent

AREA OF CONSIDERATION  
☐ Commuting Area  
☐ Navajo Area Wide  
☐ IHS Wide  
☒ DHHS Wide

SUPERVISORY/MANAGERIAL  
☐ YES, MAY REQUIRE ONE-YEAR PROBATION  
☒ NO

PROMOTION POTENTIAL  
☒ YES, TO GRADE: GS-11  
☐ NO KNOWN POTENTIAL

HOUSING  
☐ YES, GOVERNMENT HOUSING AVAILABLE  
☒ PRIVATE HOUSING ONLY

TRAVEL/MOVING  
☒ MAY BE PAID FOR ELIGIBLE EMPLOYEE  
☐ NO EXPENSES PAID

**DUTIES:** This is a community health immunization nurse position to improve immunization delivery and establish a unified area wide immunization policy through the hospital, public health nursing department and community. Facilitate coordination, collaboration and information sharing of vaccine information between Ft. Defiance Indian Hospital, IHS Agencies, Public Health Nursing, and other agencies in the state. Assures timely, complete and accurate data entry in the computerized Registration Patient Management System (RPMS) by training immunization providers to enter immunization data into RPMS, coordinating transfer of Tribal Community Health Representative (CHR) immunization encounters to Community Health Nurses and by direct data entry into RPMS. Provides immunization training on and updated vaccine information as well as training in the use of the RPMS Immunization Package to CHRs, nurses, and other providers in the clinics using in-services and training sessions. Facilitate the development of uniform standards of transport, storage, and handling of vaccines in the community to ensure compliance with Federal and State requirements. Collects, compiles and reports to the facility and headquarters the quarterly immunization audits by RPMS. Compile, collect and report school immunizations to the state health department. Six schools in the service unit are covered (BIA and private). Coordinate and conduct immunization clinics in the hospital and community. Shares health information and collaborates with patients/families and other community resources. Provides anticipatory guidance, individual teaching and immunizations for families and groups during home visits. Ensures the current epidemiological processes are followed. Assesses patient needs and develops plan of care. Participates in continuous evaluation of program and services, and performance improvement. Evaluates outcomes of interventions to continually improve population-based care.

**QUALIFICATION REQUIREMENTS:** YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

**BASIC REQUIREMENTS:** Applicant must have graduated from a baccalaureate (or higher) degree program in nursing which included the study of community health nursing concepts.

**IN ADDITION TO THE BASIC REQUIREMENTS:** Applicants must have 52 weeks of professional community health nursing experience equivalent to the GS-7 to qualify for the GS-9; and 52 weeks equivalent to the GS-9 to qualify for the GS-11.

**SELECTIVE PLACEMENT FACTOR:** All applicants must have a current, valid, active, unrestricted license in State, the District of Columbia, the Commonwealth of Puerto Rico, or a Territory of the United States.

**TIME-IN-GRADE REQUIREMENTS:** Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-7 level to qualify for the GS-9; and at least 52 weeks at the GS-9 level to qualify for the GS-11. If selected under the Excepted Service Examining Plan, applicant may be appointed under Schedule A authority without regard to time-in-grade requirements.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the date the certificate is issued.

**CONDITION OF EMPLOYMENT:** Immunization Requirements – Applicant selected must provide proof of certain vaccine, specifically Measles, Mumps, Rubella, Hepatitis B, PPD, and Varicella. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area office position, which requires regular work at a Service Unit.

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**NOTE:** Refer to OPM Operating Manual Qualification Standards Handbook, Series 610 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Personnel Office. **IF YOU ARE SUBSTITUTING EDUCATION FOR EXPERIENCE, YOU ARE REQUIRED TO PROVIDE EVIDENCE OF THE EDUCATION BY PROVIDING OFFICIAL TRANSCRIPTS.**

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### **WHO MAY APPLY**

**Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Federal Service who are entitled to Indian Preference.

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates **MUST** indicate on their Application for Federal Employment or Resume, whether their application is submitted under the IHS Excepted Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

**Veteran's Preference:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service, may apply.

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### **INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.**

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure II excepted/competitive service employee who has received a RIF separation notice or a Certificate of

- Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You **MUST** submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
  3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **MUST** be submitted with your application package.
  4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
  5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  6. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM, or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; **or**
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; **or**
    3. Retired with a disability and whose disability annuity has been or is being terminated; **or**
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; **or**
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he or she declined a transfer of function or directed reassignment to another commuting area.
  - OR**
  - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 of title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be a rated well qualified (a score of 90 on a rating scale of 70 – 100) for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to the positions. To receive full credit for your qualifications, provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principal basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Knowledge of RPMS computer systems.
2. Ability to gather facts and organize data for reports.
3. Ability to identify, assess, analyze and evaluate data and information.
4. Ability to meet and deal with a variety of individuals, families and community groups in various settings.

**HOW & WHERE TO APPLY:** All applicants, except Commissioned Officers, must submit **ONE** of the following to the Human Resource Branch, PHS Indian Hospital, P. O. Box 649, Ft. Defiance, AZ 86504, by the closing date of this announcement:

1. OF-612, Optional Application for Federal Employment; **OR**
2. SF-171, Application for Federal Employment; **OR**
3. \*Resume; **OR**, Any other written application format, *Read "Information required for resumes and other application formats" below to ensure that your application contains all necessary information.* **IN ADDITION**, submit Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

**All applicants claiming Indian Preference MUST submit a copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, VERIFICATION OF INDIAN PREFERENCE FOR EMPLOYMENT IN BIA OR IHS,** (or equivalent form issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA official, OR appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. NAIHS employees claiming Indian Preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

**NOTE: Declaration for Federal Employment (OF-306) and its Addendum (Child Care Covered positions under P.L. 101-630)** must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Responding **YES** to any one of these two questions on the Addendum can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work; or you may be fined or jailed.**

**FOR MORE INFORMATION CONTACT:** Ida Mark, Human Resources Specialist, (928) 729-8259.

**\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' Preference Certificate - DD-214, indicating Discharge and/or SF-15 - if claiming 10-points. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior Federal employees.
7. Highest Federal civilian grade held (give series and dates held);
8. High school - Name, City, State (zip code if known), and date of Diploma or GED.
9. Colleges and Universities - Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter-Hours earned). (Attach Transcripts);
10. Work Experience (paid and non-paid) - Job, Title, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month/year), Hours/Week, and Salary.
11. Indicate if we may contact your current Supervisor;
12. Job-related Training Courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

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**TELEFAXED, ELECTRONIC OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.**

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**NOTE:** Applicants who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran Preference determination, Education, Training and/or Experience. **THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.**

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**ADDITIONAL SELECTIONS:** Additional or alternate selections may be made within 90 days of the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

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**COMMISSIONED OFFICERS:** Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these applicants must submit specific information related to any knowledge, skills and abilities, which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

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**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. Other than the above, the IHS is an Equal Opportunity Employer.

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**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

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**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

*Ida Mark*

*28 September 2006*

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HUMAN RESOURCE CLEARANCE

DATE

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EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER—FD-06-115-A. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR XEROX COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

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SUPPLEMENTAL QUESTIONNAIRE  
Community Health Nurse (Immunization), GS-610-9/11

1. KNOWLEDGE OF RESOURCE PATIENT MANAGEMENT SYSTEM (RPMS) COMPUTER SYSTEM. The person in this position must have the knowledge and ability to utilize the RPMS computer system including the Immunization Package to achieve immunization objectives by tracking, researching and interpreting data and subjecting it to detailed analysis. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. ABILITY TO GATHER FACTS AND ORGANIZE DATA FOR REPORTS. This is the ability to research, organize and compile data and categorize information into a coherent order for reports, display or presentation. This involves well-child immunization data and tracking and administering immunization to at-risk clients in the community. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. ABILITY TO IDENTIFY, ASSESS, ANALYZE AND EVALUATE DATA AND INFORMATION. The person in this position should have the ability to identify, assess, analyze and evaluate data information in order to solve problems. This involves knowledge of public health concepts as relating to epidemiology and prevention of vaccine-preventable disease, current vaccine schedules and rules for administration and handling of immunobiologicals. Using gathered data and resources, plans, develops, implements, and evaluates a community health nursing immunization program and policy and quality assurance plan. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS, FAMILIES AND COMMUNITY GROUPS IN VARIOUS SETTINGS. This is the ability to establish effective working relationships or achieve desired goals with a variety of individuals and groups; ability to exercise tact, diplomacy, patience and mature judgment inside and outside the hospital setting; and the ability to express oneself orally in a variety of circumstances, including meetings and presentations, to a variety of individuals and groups in a clear and concise manner. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

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CERTIFICATION

I CERTIFY THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

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Signature (Sign in ink)

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Date